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## Space Guidelines

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### **Space Guidelines**

It is the policy of the COP to make optimum use of its administrative, office, and research space to perform the mission of the College. In its evaluations, the COP Space Committee considers the use of space, the activities being performed, and the financial support underwriting the use of that space within the context of the mission of the college.

### **Committee**

The College of Pharmacy Space Committee is charged to review and advise the Dean on space utilization and space requests. The use of all space associated with the College of Pharmacy is under the control of the College's Dean.

- Voting Members: Department Head of PharmTox; Department Head of PhPr, Associate Dean for Research, 1-2 Tenured Faculty Researchers
- Support staff may be invited to participate in Space Committee meetings on an *ad hoc* basis.

### **Procedures for Administering Space**

Proposals are made by a COP faculty, director, department head, or higher to the COP Space Committee by completing an online Space Request Form. The proposals are reviewed periodically by the Space Committee and the Dean. A response is issued to the applicant and copied to appropriate supervisors.

### **Space Request**

An online Space Request Form must be fully completed, signed and provided to the Dean of the COP for review by the Space Committee.

The online form is housed on the College of Pharmacy's website under COP Documents. A direct link can be found [here](#).

### **Review of Under-Utilized Space**

The COP Space Committee will periodically examine space usage. Space is not "grandfathered" to an individual or program. All space in the COP needs to be optimally utilized. Loss of funding sources, loss of personnel, and changes in directions of programs may necessitate the reassignment of COP space. In these cases, the individual/program assigned to the space will be notified by the COP Space Committee that it will deliberate the reassignment of the space. The individual/program will be required to respond to the Space Committee within two weeks with justification for why the space should remain (e.g., pending grants) as assigned and for what period. The committee will consider the justification during its deliberation regarding the space under review.